



Arkansas Department of Health and Human Services

Division of Youth Services

Policy No. 2-03.8 Pages: 1 Manual: RESIDENTIAL OPERATIONS

SUBJECT: Homework EFFECTIVE DATE: 7/06/2006

CHAPTER: Education ATTACHMENTS: _____

REFERENCE: _____ AUTHORIZED BY: J. Kenneth Hales

I. POLICY:

The Division of Youth Services (DYS) and its residential facility operators shall provide juveniles committed to DYS residential facilities appropriate homework assignments and adequate time, materials and assistance to complete homework on a consistent basis by the guidelines established in this policy and as deemed necessary by DYS.

II. APPLICATION:

Facility Directors, Education Directors, Education Personnel, Unit Supervisors, Case Managers and all Unit Personnel

III. DEFINITIONS:

- A. Homework Assignment: Any academic activity assigned by the teacher to be completed by the student outside of the regular classroom without the immediate and direct supervision of the teacher that will be included in the grading formula.
- B. Homework Calendar: The document used to specify the courses and days that homework is to be assigned and to be completed.
- C. Master Homework Log: The documentation of delivery and pick-up of homework assignments in adherence to the monthly calendar.
- D. Homework Assignment folders: A standardized file used to transport homework assignments between the education department and the juvenile housing units of each residential facility.

IV. PROCEDURES:

A. Homework Calendar

- 1. Not later than the last school day of each month, the facility director, or their designee, will develop a homework calendar for the upcoming month, scheduled by school subject, for distribution to the education and treatment staff.
- 2. The homework calendar will be posted in a conspicuous location in each classroom and in each unit for daily reference.

B. Unit Homework Assignment Folders

- 1. Teachers will place daily homework assignments for each student into each housing unit's assignment folder, as scheduled on the homework calendar.
- 2. Teachers will place unit homework folders in the school's office, or designated location, for distribution by unit supervisors or their designee.
- 3. The following school day, the unit supervisors, or designated staff, shall return the completed homework assignments to the designated location for distribution to the appropriate teacher.
- 4. The teachers will grade all homework assignments and will record a grade for each homework assignment in their grade book.

C. General

1. When assigning and collecting homework, the educational staff and the treatment staff will be sensitive to the problems associated with contraband and shall screen returning assignment for contraband, gang graffiti, hidden messages, etc.
2. Juveniles shall not carry any material to and from the housing units.
3. Juveniles shall not retrieve, transport or return homework folders to the school's office.
4. Adequate homework/study time shall be posted on the daily schedule of activities for juveniles.
5. Adequate materials and staff shall be available to assist juveniles in completing homework assignments.
6. The Facility Director or their designee shall develop and implement a standard operation procedure for the administration of homework to include, but not be limited to, the following:
 - a. A sign-in /sign-out log for pick-up, delivery and return of homework by teachers and treatment staff.
 - b. Design of a standard folder for the transportation of homework assignments
 - c. Documentation of failure of staff to issue homework assignments and/or of students to complete homework assignments
 - d. Protocol for interventions to resolve incidents of facility staff failing to issue homework assignments and/or of students failing to complete homework assignments